United Nations ST/SGB/2008/9

Secretariat

27 June 2008

Secretary-General's bulletin

Organization of the secretariat of the Economic Commission for Europe

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11, and for the purpose of establishing the organizational structure of the secretariat of the Economic Commission for Europe, promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", as amended by ST/SGB/2002/11.

Section 2
Functions and organization

2.1 The secretariat of the Economic Commission for Europe (ECE):

(a) Provides substantive secretariat services and documentation for the Commission and its subsidiary organs;

(b) Supports the development by its member States of norms and standards and conventions that facilitate understanding and harmonious economic relations between all the countries of the ECE region, despite their diversity, and their integration into the European and world economy;

(c) Makes or sponsors such investigations and studies of problems and developments relevant for the ECE region as the Commission deems appropriate, exchanging best practices as well as economic and technical expertise;

(d) Undertakes or sponsors the collection, evaluation and dissemination of such economic, technological and statistical information as the Commission deems appropriate, on the countries of the ECE region and on their growing interdependence among the members and with the rest of the world;

08-40441 (E) 080708

(e) Provides advisory services to Governments, at their request, and plans, organizes and executes operational activities relating to transition to a market economy or integration within the ECE region;

(f) Organizes conferences and intergovernmental and expert group meetings, training workshops, symposia and seminars;

(g) Cooperates with the secretariats of other international organizations active in Europe, in particular those of regional institutions and subregional groupings, taking into account the proven advantage of the organizations concerned so as to avoid duplication;

(h) Coordinates ECE activities with those of the major departments/offices of the United Nations at Headquarters, specialized agencies and European institutions and intergovernmental organizations, with a view to avoiding duplication, ensuring complementarity and exchanging information.

2.2 The secretariat is divided into organizational units, as described in the present bulletin.

2.3 The secretariat is headed by an Executive Secretary. The Executive Secretary and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5, as amended by ST/SGB/2002/11.

Section 3
Executive Secretary

3.1 The Executive Secretary is accountable to the Secretary-General.

3.2 The Executive Secretary is responsible for all the activities of ECE, as well as its administration; provides the Secretary-General with advice and support on economic matters relating to the ECE region, in particular to countries with economies in transition; maintains contacts on behalf of the Secretary-General with individual Governments or groups of countries in the field of economic cooperation; directs substantive support and secretariat services to the Commission and its subsidiary organs, as well as to the Economic and Social Council and to other departments/offices of the United Nations Secretariat, specialized agencies and intergovernmental organizations. He or she also maintains contacts with non-governmental organizations and the media and coordinates with other United Nations bodies active in the economic and social fields, in particular, within the framework of the Executive Committee for Economic and Social Affairs.

Section 4
Deputy Executive Secretary

4.1 The Deputy Executive Secretary is accountable to the Executive Secretary.

4.2 The Deputy Executive Secretary assists and advises the Executive Secretary in the executive direction and management of the secretariat; deputizes for the Executive Secretary when required and represents him or her at meetings and delivers statements and messages on his or her behalf.

Section 5
Office of the Executive Secretary

5.1 The Office of the Executive Secretary is headed by the Chief of Office, who also serves as the Secretary of the Commission. The Chief of Office is accountable to the Executive Secretary.

5.2 The Office of the Executive Secretary is responsible for the executive direction, management, policy guidance and leadership of the secretariat, which includes the coordination of the work of the Commission; programming and programme performance, monitoring and evaluation; overseeing and developing relations with Governments; the coordination with, and reporting to, United Nations Headquarters — the Secretariat, the Economic and Social Council and the General Assembly; overseeing and developing relations with other United Nations entities and with non-United Nations organizations; and the external promotion of ECE and public information.

5.3 The Office of the Executive Secretary includes the Programme Planning, Monitoring and Evaluation Unit.

Section 6
Programme Planning, Monitoring and Evaluation Unit

The Programme Planning, Monitoring and Evaluation Unit of the Office of the Executive Secretary is headed by a Chief, who is accountable to the Executive Secretary. The Unit coordinates and provides guidance to programme managers with respect to the formulation of the strategic framework and the programmatic aspects of the programme budget. It ensures the monitoring of the implementation of the work programme and coordinates the reporting on programme performance. It also coordinates the biennial evaluation of the programmes, as well as other mandatory and discretionary evaluations.

Section 7
Executive Office

7.1 The Executive Office is headed by an Executive Officer, who is accountable to the Executive Secretary. The Executive Officer is also accountable to the Under-Secretary-General for Management for ensuring that all regulations, rules, policies and procedures of the Organization pertaining to administration and management matters are followed.

7.2 The Executive Office, in addition to those functions set out in section 7 of Secretary-General's bulletin ST/SGB/1997/5, as amended by ST/SGB/2002/11, deals with all issues related to staff administration, budgetary and financial matters and general services.

Section 8
Technical Cooperation Unit

The Technical Cooperation Unit is headed by a Chief, who is accountable to the Executive Secretary. The Unit coordinates technical assistance activities throughout ECE, promoting, in particular, an intersectoral and subregional approach for addressing transboundary issues. It focuses on the countries with economies in transition, and assists in providing advisory services to requesting Governments and

in organizing capacity-building activities aimed at helping recipient countries to adopt and implement legal instruments, norms, standards and regulations.

Section 9
Environment, Housing and Land Management Division

9.1 The Environment, Housing and Land Management Division is headed by a Chief, who is accountable to the Executive Secretary.

9.2 The core functions of the Division are as follows:

(a) Servicing the Committee on Environmental Policy, the Committee on Housing and Land Management and their subsidiary organs, the Steering Committee on Education for Sustainable Development, the Steering Committee on Transport, Health and Environment (serviced jointly by the Commission and the World Health Organization (WHO)), the Executive Body of the Convention on Long-range Transboundary Air Pollution; the Conference of Parties to the Convention on the Transboundary Effects of Industrial Accidents; the Meeting of the Parties to the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters; the Meeting of the Parties to the Convention on Environmental Impact Assessment in a Transboundary Context; and the Meeting of the Parties to the Convention on the Protection and Use of Transboundary Watercourses and International Lakes;

(b) Providing assistance to ECE member States in promoting and strengthening cooperation in the fields of environmental protection, sustainable development and of housing, planning and land administration through coordination of national, subregional, regional and global objectives and providing advice on good practices in those fields;

(c) Undertaking national environmental performance reviews in countries with economies in transition and strengthening provision of environmental information and observation capacity, providing reliable and relevant information on the state of the environment and making recommendations for improved performance;

(d) Organizing Regional Implementation Forums to monitor the implementation of the outcome of the World Summit on Sustainable Development and providing substantial inputs to the Commission on Sustainable Development;

(e) Providing substantive services to the Environment for Europe process, in particular for the preparation of and the follow-up to ministerial meetings organized within that framework;

(f) Contributing to the regional follow-up to the United Nations Conference on Human Settlements (Habitat II);

(g) Undertaking studies and disseminating information and policy analysis on specific housing, urban planning and land administration issues, as well as preparing strategies, recommendations and guidelines to ECE member States and assisting in their implementation;

(h) Contributing to monitoring the implementation of the outcome of the United Nations Conference on Ageing at a regional level and assisting in the implementation of other population-related activities.

Section 10
Transport Division

10.1 The Transport Division is headed by a Chief, who is accountable to the Executive Secretary.

10.2 The core functions of the Division are as follows:

(a) Servicing the meetings of the Committee on Inland Transport and its subsidiary organs, as well as those of Administrative or Executive Committees of ECE Conventions and Agreements on transport, and those of the Economic and Social Council bodies on the transport of dangerous goods;

(b) Promoting regional and subregional cooperation among ECE member States, aimed at the development of an integrated, efficient, safe and sustainable inland transport system in the ECE region and the facilitation of international road, rail, inland water and combined transport;

(c) Elaborating, administering, updating and promoting international legal instruments in the field of inland transport, including: road transport and road traffic safety; safety and emissions regulations for vehicles; transport of dangerous goods, border-crossing facilitation; infrastructures for the various modes of inland transport; and intermodal transport and logistics;

(d) Monitoring and strengthening the implementation of ECE legal instruments on transport and providing assistance to ECE member States in the proper implementation of those legal instruments;

(e) Providing assistance to ECE member States in the development of international transport infrastructures in the ECE region, including Euro-Asian transport links, and in the formulation of policies and measures aimed at the facilitation of international transport in the region, while improving its safety and environmental performance;

(f) Promoting cooperation of customs authorities in facilitating international road and rail traffic through simplification and harmonization of border-crossing procedures;

(g) Collecting, analysing and disseminating information on transport trends, developments and data in the ECE region;

(h) Working in cooperation with the Environment, Housing and Land Management Division and in consultation with WHO on the Transport, Health and Environment Pan European Programme (THE PEP) in order to address the key challenges to achieve more sustainable transport patterns and a closer integration of environmental and health concerns into transport policies;

(i) Providing advisory services to ECE member States in respect of all the above.

Section 11
Statistical Division

11.1 The Statistical Division is headed by a Chief, who is accountable to the Executive Secretary.

11.2 The core functions of the Division are as follows:

(a) Acting as the secretariat of the Conference of European Statisticians, servicing its plenary session, Bureau meetings and expert meetings and conducting follow-up work associated with the meetings;

(b) Coordinating the international statistical work in the ECE region, through the Conference and its Bureau;

(c) Improving comparability of the international official statistics through preparation of internationally recommended standards and practices through the organization of intergovernmental meetings, facilitating teams of specialists and publications on methods and techniques in the field of economic statistics, social and demographic statistics and cross-cutting issues of official statistics;

(d) Providing ECE member States' statistics in an online database that the Division maintains;

(e) Providing technical assistance to ECE member States in implementing statistical standards developed by ECE, aimed at improving the statistical capacity as well as the institutional context of the official statistics in the ECE region.

Section 12
Trade and Timber Division

12.1 The Trade and Timber Division is headed by a Chief, who is accountable to the Executive Secretary.

12.2 The core functions of the Division are as follows:

(a) Servicing the Committee on Trade, the Timber Committee and their subsidiary organs;

(b) Developing simple, transparent and effective processes for global commerce through the development and maintenance of international trade facilitation instruments, including electronic business standards for use in administration, commerce and transport;

(c) Contributing to a predictable transparent and harmonized regulatory environment for commerce and business through the identification of regional priorities and the development of frameworks for regulatory convergence, the development, promotion and use of standardization policies, international standards best practices for conformity assessment and market surveillance;

(d) Promoting trade in agricultural produce by developing agreed upon, clear and easy to use commercial quality standards and material to support their implementation;

(e) Supporting Governments in the national and regional adaptation of ECE trade-related standards and recommendations;

(f) Improving policies on sustainable forest management in the ECE region (including policies on the sound and legal use of wood as well as other forest products and services) by developing and applying analytical and monitoring tools; and by collecting, validating and disseminating information and analysis;

(g) Assisting countries in Eastern and South-Eastern Europe, the Caucasus and Central Asia to develop the required capacities for achieving sustainable forest management.

Section 13
Division for Sustainable Energy

13.1 The Division for Sustainable Energy is headed by a Chief, who is accountable to the Executive Secretary.

13.2 The core functions of the Division are as follows:

(a) Servicing the Committee on Sustainable Energy and its subsidiary organs;

(b) Promoting regional and subregional cooperation in the energy field by: facilitating policy discussion between Governments and industry on sustainable energy development issues, cleaner energy production, energy security and diversification of energy sources;

(c) Providing assistance to ECE member States to improve energy conservation and efficiency, reduce energy-related health and environmental impacts, facilitate the development and implementation of new environmentally sound and economically viable technologies and increase the use of renewable energy resources;

(d) Providing assistance to countries with economies in transition to help implement market-oriented energy policies and market-based energy reforms, in particular in the fields of coal, gas, electric power and energy conservation and efficiencies;

(e) Elaborating strategies and policies for the development of sustainable energy systems, to promote the efficient use of energy and to develop norms and standards in order to facilitate the societal transition to more sustainable forms of development;

(f) Developing and promoting framework classification for fossil energy and mineral resources to ensure that reserves and resources are classified and reported using a reliable, global common system in order to ensure transparency and knowledge and to better manage natural resources over time.

Section 14
Economic Cooperation and Integration Division

14.1 The Economic Cooperation and Integration Division is headed by a Chief, who is accountable to the Executive Secretary.

14.2 The core functions of the Division are as follows:

(a) Servicing the Committee on Economic Cooperation and Integration and its subsidiary bodies;

(b) Providing assistance to ECE member States aimed at strengthening the competitiveness of their economies by promoting a knowledge-based economy and innovation, by facilitating the development of entrepreneurship and the emergence of new enterprises, by facilitating effective regulatory policies and corporate governance, including those in the financial sector and by promoting public-private partnerships for domestic and foreign investment as well as intellectual property rights;

(c) Reviewing existing applied economic analysis related to the above areas, collecting lessons learned and experience gained and preparing case studies/guidelines/policy recommendations for policy debate among ECE member States;

(d) Organizing capacity-building workshops related to the above areas of activity and providing policy advisory services;

(e) Promoting economic cooperation and integration within the ECE region by fostering collaboration with subregional economic cooperation and integration organizations and programmes.

Section 15
Final provisions

15.1 The present bulletin shall enter into force on 1 July 2008.

15.2 Secretary-General's bulletin ST/SGB/1998/3 of 23 February 1998, entitled "Organization of the Secretariat of the Economic Commission for Europe", is hereby abolished.

(*Signed*) **Ban** Ki-moon
Secretary-General